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Personnel



**COMMUNICATIONS AND INFORMATION
QUARTERLY AWARDS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally.

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This instruction implements Air Force Policy Directive 36-28, Awards and Decorations Programs. It provides guidelines and procedures for the 70th Intelligence Wing (70 IW) and subordinate units' 3A/3C/33S Communications and Information Quarterly Awards Programs. The objective is to recognize outstanding professional performance and significant contributions of Air Force Communications and Information personnel. This instruction applies to all Communications and Information personnel assigned to the 70 IW Staff, groups, squadrons, detachments, and operating locations. It does not apply to Air National Guard or Air Force Reserve Command units.

SUMMARY OF REVISIONS

This revision mandates 21 lines of submission and changes the mandatory headings to Overall Achievements, Leadership Abilities and Management Experiences, and Other Accomplishments. A bar (|) indicates change from the previous edition.

1. Communications and Information Quarterly Awards.

- 1.1. Enhances the visibility of communications and information personnel and their contributions to the 70 IW mission.
- 1.2. Recognizes and encourages superior performance, professional excellence, and significant contributions of Air Force personnel.
- 1.3. Generates supervisory awareness and support for the annual Communications and Information Professional Awards.
- 1.4. 70 IW winners selected by category are: one company grade officer, six enlisted members (one 3A and 3C in the Airman (AMN), Noncommissioned Officer (NCO), and Senior Noncommissioned Officer (SNCO), and two civilians (one GS-9 through GS-12 and one GS-8 and below).
- 1.5. Individuals nominated for this award are still eligible to be nominated for other awards.

1.6. Normally, no person should win in two consecutive quarters.

2. Who is Eligible.

2.1. Nominees must have been permanently assigned to 70 IW staff or subordinate unit at least the majority of the period for which nominated.

2.2. Company grade officers (not selected for promotion to major) with Air Force Specialty Code (AFSC) 33SX.

2.3. Enlisted members with AFSC 3AXXX and 3CXXX.

2.4. Civilian employees, GG-12 and below assigned to communications and information positions. The determination of communications and information duties will be made by nominating agency.

3. **Who May Nominate.** Each 70 IW staff office and subordinate groups.

4. **How Many to Nominate.** Each 70 IW staff office and subordinate groups can nominate one 3A and 3C within the AMN, NCO, and SNCO categories, one junior civilian, one senior civilian, and one company grade officer (CGO).

5. When to Nominate.

5.1. Submit nominations to arrive at 70 IW/SC via unclassified email:

Table 1. Due Date Submission Table.

For Period	Date Due
1 Jan-31 Mar	10 Apr
1 Apr-30 Jun	10 Jul
1 Jul-30 Sep	10 Oct
1 Oct-31 Dec	10 Jan

5.2. When the 10th falls on a weekend, have submissions to 70 IW/SC by the preceding Friday.

Contact 70 IW/SC for an unclassified email address.

6. How to Nominate.

6.1. Submit nominations on AF Form 1206, **Nomination for Award**, single-spaced bullet format. When completing the form, refer to [Table 2.](#) for award name/category, and leave the social security number blank. Limit the write-up to 21 lines, which excludes the three mandatory headings. The following are mandatory headings:

6.1.1. **OVERALL ACHIEVEMENTS** (70% of overall score).

6.1.1.1. Describe the nominee's significant accomplishments and how the nominee excelled while providing support to the organization, the wing, command, Air Force, or Department of Defense objectives and missions.

6.1.1.2. Describe the nominee's technical and administrative skills and how the nominee applied these abilities to the performance of his or her functional responsibilities.

6.1.1.3. Identify any net savings the nominee's efforts produced (use actual figures, not percentages or terminology such as "staff doubled").

6.1.1.4. Discuss what made the achievement unique from similar tasks, how the nominee improved procedures, and/or how the nominee used creativity in promoting new or improved methodologies.

6.1.2. LEADERSHIP ABILITIES AND MANAGEMENT EXPERIENCES (25% of overall score).

6.1.2.1. Describe the leadership and work experiences that set the nominee apart from others of equal or higher rank (or) grade.

6.1.2.2. Discuss how the nominee used his or her leadership and management abilities during his or her daily performance and how the nominee's ability to plan, control, and document projects impacted on both the work center and (or) unit.

6.1.2.3. Focus on how he or she may have fostered the growth and development of others or served as an inspiration to others.

6.1.3. OTHER ACCOMPLISHMENTS (5% of overall score).

6.1.3.1. List any other significant acts that benefited the AF communications and information programs

6.1.3.2. Do not address degrees or educational courses, seminars, etc., or community and cultural activities.

6.1.3.3. Do not address those awards given for outstanding service achievements, such as commendation medals, exemplary or meritorious service medals, etc.

6.1.3.4. Address any awards given to the individual during the nomination period but only awards granted for acts that occurred during the nomination period.

Table 2. Award/Category Table.

Award	Category
70th Intelligence Wing Communications and Information Quarterly Award	CGO (2d Lt through Capt)
	SNCO (MSgt through SMSgt)
	NCO (SSgt through TSgt)
	AMN (AB through SrA)
	Senior Civilian (GG-9 through GG-12)
	Junior Civilian (GG-1 through GG-8)

6.2. Each 70 IW staff office and subordinate group will submit nominations under one cover memorandum, signed by the Division Chief/Group Commander. This memorandum must list all nominees by name and category. E-mail nomination memorandum and each nominee's AF Form 1206 to the 70 IW/SC by the due date indicated in paragraph [5.1](#).

7. Selecting Winners.

7.1. Nominees' accomplishments are judged based on the 3-month period for which the person is nominated. Board members will not consider accomplishments not clearly tied to the nomination period.

7.2. If applicable (if more than one staff office submits a package per category), 70 IW/SC will convene a staff board to review 70 IW staff office submissions. A board will consist of at least three SNCO wing staff members for the enlisted categories. A board will consist of at least three officers and/or GG-13s for the CGO and civilian categories. Board members will evaluate nominees' packages and select by category one company grade officer, six enlisted members, one civilian (GG-9 through GG-12), and one civilian (GG-1 through GG-8) who will compete with subordinate groups for the 70 IW Communications and Information Quarterly Award.

7.3. 70 IW/SC will convene a wing board to review all nominations. A board will consist of at least three SNCO for the enlisted categories. A board will consist of at least three officers and/or GG-13s for the CGO and civilian categories. Board members will not be direct supervisors of nominees. Board members will evaluate nominees' packages and select by category one company grade officer, six enlisted members, and two civilians as the 70 IW Communications and Information Quarterly Award winners.

8. Presenting Awards.

8.1. 70 IW staff winners will receive a certificate of recognition to be honored at commander's call or comparable awards ceremony.

8.2. 70 IW winners will be announced by message and e-mail from the 70 IW/CC.

8.3. 70 IW winners will be presented with a certificate of recognition to be honored at a wing recognition ceremony, comparable awards ceremony, or commander's call.

9. Records . Maintain and dispose of records IAW AFMAN 37-139, *Records Disposition Schedule*.

JAMES O. POSS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 36-28, *Awards and Decorations Programs*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AFSC—Air Force Specialty Code

AMN—Airman

CGO—Company Grade Officer

DoD—Department of Defense

NCO—Noncommissioned Officer

SNCO—Senior Noncommissioned Officer